

Change request.

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Project title:

Date prepared :

1.- Person requesting change.

Change number.

2.- Category of change.

"Check a box to indicate the category of change".

Scope.

Quality.

Cost.

Requirements.

Schedule.

Documents.

3.- Detailed description of proposed change.

- Describe the change proposal in enough detail to clearly communicate all aspects of the change.

4.- Justification for proposed change.

- Indicate the reason for the change.

5.- Impact on WBS Package.

WBS ID.

Package name.

Impact.

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Project title:		Date prepared :
6.- Impacts of change.		
Scope.		Increase.
Describe the impact of the proposed change on the project or product scope.		Decrease.
		Modify.
Cost.		Increase.
Describe the impact of the proposed change on the project budget, cost estimates, or funding requirements.		Decrease.
		Modify.
Schedule.		Increase.
Describe the impact of the proposed change on the schedule and whether it will cause a delay on the critical path.		Decrease.
		Modify.
Grade or Quality.		Increase.
Describe the impact of the proposed change on the project or product quality.		Decrease.
		Modify.
Requirements.		Increase.
Describe the impact of the proposed change on the project or product requirements.		Decrease.
		Modify.
Stakeholder impact.		High risk.
Description.		Medium risk.
		Low risk.
7.- Project documents.		
Describe the impact of the proposed change on each project document.		
8.- Comments.		
Provide any comments that will clarify information about the requested change.		

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9.- Disposition.

- The Change Control Board , (or other Authority), determines whether the change is approved , postponed or rejected.

Approve.

Postpone.

Reject.

10.- Justification.

- the Change Control Board provides a justification for the Change Request disposition.

11.- Change Control Board signatures.

• Name.

• Role.

• Signature.

• Date.